



Supervising Clinic Nurse I

AMBULATORY CARE SERVICES

POSITION: LAC+USC Medical Center's Ambulatory Care Services have a position available for a Supervising Clinic Nurse I (SCNI) for its Orthopedic/Radiation Oncology Clinics and the Referral Center. We are seeking highly motivated SCNI candidates who are interested in working in the ambulatory care setting.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Plans and directs the nursing activities in a unit and coordinates activities and care with the medical and other health services staff and with other facilities to provide prompt, quality patient care and services.
- Prepares work schedules and makes daily assignments to nursing staff members to perform the various patient care tasks matching skills of staff and duties to be performed.
- Reviews work performed by nursing personnel, observing for quality of care; formally evaluates employee performance, writes anecdotal notes and counsels staff about performance.
- Establishes priority for patient care, prepares and revises patient care schedules and observes for disruptions in the even flow of patients through the unit deciding and initiating corrective action as necessary.
- Meets with nursing supervision and physicians to plan and develop or assist in planning and developing nursing procedures and needed supplies and equipment to provide for the modification of existing services or the initiation of new services.
- Interprets and explains new services and procedures and use of new equipment or supplies to employees.

DESIRABLE QUALIFICATIONS:

- One year recent experience working in an inpatient or outpatient medicine/medical-surgical area
- Experience in the use and application of the Referral Process System
- Experience in developing patient scheduling templates in Affinity
- Experience and knowledge in utilizing the Critical Lab Value Reporting process
- Effective critical thinking, decision making, and problem solving skills

Candidates must be currently a DHS SCNI or reachable on the DHS SCNI I Exam Certification List.

Interested candidates need to submit a brief cover letter indicating their area of interest, along with a current resume, and two years of time records and last two years performance evaluations to:

Nurse Recruitment and Retention Center
Inpatient Tower – Room C2C112
1200 North State Street, LA, CA 90033
Phone: (323) 409-4664
Fax: (323) 441-8039
EOE/Posted 10/25/13

Resumes will be accepted until the needs of the service are met.